



# Environmental Protection Agency

## Vacancy Listing Report

---

**Vacancy Number:** Reg 9-DE-2006-0015

**Vacancy Description:** Secretary (OA), GS-318-06 / 07 (WST UST)

# Vac/Duty Loc 1: 1, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-0318-06/07

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Andrea Lee, 415-972-3826, lee.andrea@epa.gov

**Promotion Potential:** GS-07

**Date Opened:** 2/21/06

**Date Closed:** 3/6/06

**Salary:** 36140 - 52204

### Information:

This position is also being advertised concurrently under announcement #Reg 9-MP-2006-0044. In order to be considered under multiple announcements applicants must apply separately under each announcement. Vacancy may be filled by means other than this announcement.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" AND THE REQUIRED SUPPLEMENTAL INFORMATION NECESSARY IN ORDER TO BE CONSIDERED.

### RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

### WHO MAY APPLY

All interested applicants with U. S. Citizenship or residence of American Samoa or Swains Islands.

### LOCATION OF POSITION:

U.S. Environmental Protection Agency, Waste Management Division, Underground Storage Tanks Office, Region 9, San Francisco, California

**NUMBER OF POSITIONS:** 1 (Full-Time)

### SALARY RANGE:

GS-06 \$36,140 to \$46,980 per annum

GS-07 \$40,160 to \$52,204 per annum

### PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-7. The



## Vacancy Listing Report

position may be filled at either the GS-6 or GS-7 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-6 grade level may be promoted progressively to the full performance level of GS-7 without further competition.

### DESCRIPTION OF WORK AT THE GS-07 LEVEL

Serves as the Administrative Assistant to the Waste Management Division, Underground Storage Tanks Program Office Director and staff. The incumbent is responsible for serving as the Secretary for the organization as well as providing administrative support to other offices and teams. Secretarial duties involve the full range of services such as handling mail, callers and visitors, overseeing the timekeeper process, making travel arrangements and appointments, preparing procurement requests, and completing various administrative forms. Works with the Office Supervisor and staff to ensure that program services are completed in a timely manner. Develops and maintains program tracking systems and provides staff with outstanding work status reports. Maintains subject matter files for the Underground Storage Tanks Program office. Evaluates organizational needs and initiates systems/procedures to make the organization run smoothly. Informs and trains staff on new procedures. Utilizes office automation technology to review staff's individual weekly summaries. Based upon personal knowledge of office accomplishments, independently composes and/or makes first cut edits of weekly reports. Performs other duties as assigned.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ NTEU  
Medical Monitoring: ☐ NO ☐  
Drug Testing: ☐ NO  
Financial Disclosure: NO  
Supervisory Probationary Period: NO  
One Year Probationary Period: YES (If applicable)  
Position Sensitivity Level: Nonsensitive ☐

### QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)). Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience). Education must be in course work listed under "Basic Qualification Requirements."

### SKILL REQUIREMENT:

Applicant must be able to type at least 40 words per minute.



## Vacancy Listing Report

### SPECIALIZED EXPERIENCE

Applicants must have at least one year of full-time specialized experience equivalent to the next lower grade for which application is made by the closing date of the announcement. Specialized experience is:

GS-06: Minimum qualifying experience is one year performing secretarial or administrative assistant office management assignments described in the vacancy. This experience must have been equivalent to the GS-5 level.

GS-07: Minimum qualifying experience is one year performing secretarial or administrative assistant office management assignments described in the vacancy announcement. Such work must have demonstrated significant responsibility for coordinating multiple tasks in support of an office. This experience must have been equivalent to the GS-6 level.

There is no allowable substitution of education for the GS-06 or GS-07 level.

### EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

**WARNING!** Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly supports your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

**HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:** Please follow directions for paragraphs 1, 2 and A through D (1) through (5).

1. Resume and application questions for this vacancy **MUST** be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site **BEFORE** midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a **COMPLETE** online resume, you **WILL NOT** be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be



## Vacancy Listing Report

considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp). Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. If the position announcement lists the completion of specific college course work under the qualification requirements, submit a copy of college transcripts or provide a list of college courses completed. A list of college courses must identify the department under which the college course was taken, course number, and number of semester or quarter units completed. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

B. Foreign Education: If you are qualifying for this position in part based upon the completion of a foreign degree, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: [www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a](http://www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a) (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

C. Candidates claiming veteran preference must submit the following information in order to receive preference.

DD-214 Discharge Papers

SF-15 Application for 10 point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)

If you are claiming 10 point Veterans Preference and do not submit the SF-15 and supporting documentation listed above, you will be given Tentative Preference (5-point Veterans Preference).



## Vacancy Listing Report

(Reference [www.opm.gov/veterans/index](http://www.opm.gov/veterans/index) or [www.opm.gov/html/vetguide.htm](http://www.opm.gov/html/vetguide.htm))

D. DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY  
CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION  
ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotional potential, you will not be given priority consideration but will be given consideration under the Delegated Exam process.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position within the local commuting area.
5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well qualified for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

### ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024



# Environmental Protection Agency

## Vacancy Listing Report

### MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9  
Human Resources Office, PMD-12  
75 Hawthorne Street  
San Francisco, CA 94105

### WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov). You may also call our office at (415) 972-3817.

### REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.